



REGULAR MEETING OF THE FINANCE COMMITTEE

**Tuesday, March 28, 2023 – 1:30 p.m.
Laguna Woods Village Board Room/Virtual Meeting
24351 El Toro Road
Laguna Woods, CA 92637**

AGENDA

1. Call to Order
2. Acknowledgment of Media
3. Approval of the Agenda
4. Approval of the Meeting Report for February 28, 2023
5. Chair Remarks
6. Member Comments (Items Not on the Agenda)

*At this time Members only may address the Board of Directors regarding items not on the agenda and within the jurisdiction of this Board of Directors. The Board reserves the right to limit the total amount of time allotted for the Open Forum. Members can join the Zoom Meeting by clicking on the link <https://us06web.zoom.us/j/85040223813> or call the one tap number using your mobile phone **+16699006833,,85040223813#** or email meeting@vmsinc.org to request to speak.*

7. Department Head Update

Reports

8. Preliminary Financial Statements dated February 28, 2023
 - a) Items for Correction
 - b) Compensation and Outside Services
 - c) United Leasing Report
 - d) HR Staffing Report

Items for Discussion and Consideration

9. Appliance Summary
10. Annual Savings
11. Approve and Endorse Supplemental Appropriation for Emergency Roof Repairs
12. Endorsements from Standing Committees

Future Agenda Items

Concluding Business:

13. Committee Member Comments
14. Date of Next Meeting – Tuesday, April 25, 2023 at 1:30 p.m.
15. Recess to Closed Session

Azar Asgari, Chair
Steve Hormuth, Staff Officer
Telephone: 949-597-4201



FINANCE COMMITTEE MEETING REPORT OF THE REGULAR OPEN SESSION

Tuesday, February 28, 2023 – 1:30 p.m.
Hybrid Meeting

DIRECTORS PRESENT: Azar Asgari – Chair, Alison Bok, Thomas Tuning
DIRECTORS ABSENT: None.
ADVISORS PRESENT: Robert Radus
STAFF PRESENT: Steve Hormuth, Jose Campos, Erika Hernandez
OTHERS PRESENT: United –Diane Casey, Cash Achrekar
GRF – Juanita Skillman

Call to Order

Director Azar Asgari, Treasurer, chaired the meeting and called it to order at 1:32 p.m.

Acknowledgment of Media

The meeting was recorded via Granicus and made available via Zoom for members of the community to participate virtually.

Approval of Agenda

A motion was made and carried unanimously to approve the agenda as presented.

Approval of the Regular Meeting Report of January 31, 2023

A motion was made and carried unanimously to approve the committee report as presented.

Chair Remarks

Director Asgari shared that United formed a Private Loan Research Ad Hoc Committee to discuss potential opportunities to allow private loans for new and existing members. Members of the community were asked to apply and participate in the weekly meetings, whether virtually or in-person, held every Thursday at 3:00pm in the Laguna Woods Community Center Sycamore Room located on the second floor.

Member Comments (Items Not on the Agenda)

None.

Department Head Update

Steve Hormuth, Director of Financial Services, discussed the start of the 2022 Financial Statement Audit and the 2024 Budget timeline.

Review Preliminary Financial Statements dated January 31, 2023

The committee reviewed financial statements for January 31, 2023 and questions were addressed and noted by staff.

Compensation and Outside Services

The committee reviewed the report. No actions were taken or requested.

Approve and Endorse the recommendation of the Proposed 2023 United Investment Policy

On February 17, 2023 the United Investment Ad Hoc Committee approved a draft 2023 United Investment Policy to be reviewed and discussed during the Finance committee meeting.

A motion was made by Director Asgari to adopt the proposed 2023 United Investment Policy. Director Alison Bok seconded. Discussion ensued and multiple questions and comments were made by members which were addressed during the meeting. The motion to approve and endorse the recommendation passed by a 3-0 vote and will be presented at the next board meeting.

A second motion was made by Director Bok to have Steve Hormuth administer the Investment Policy and continue to work with Bank of America to invest funds according to the policy principles until such Financial Advisor takes over. Director Asgari seconded. The motion passed unanimously to approve the recommendation by 3-0 vote.

United Treasury Reinvestment

Steve Hormuth presented a staff report seeking a formal recommendation regarding treasury reinvestment of \$2M of funds maturing on March 21, 2023 and \$2.5M of funds maturing on May 18, 2023.

A motion was made by Director Asgari to reinvest funds in a 3-month to 21-month ladder until otherwise directed by the board. Director Bok seconded. Discussion ensued. The motion passed unanimously to approve and endorse the recommendation by a 3-0 vote and will be presented at the next board meeting.

Temporary Borrowing

Steve Hormuth presented a recommendation to endorse and approve a temporary borrowing in the amount of \$3M by the Operating Fund from the Reserve Fund to meet cashflow needs resulting from the property tax payment scheduled for April 2023 with payback not to exceed one year from date of approval. Multiple comments and questions were asked by members and addressed by staff.

A motion was made by Director Asgari to approve a temporary borrowing in the amount of \$2.2M with a strict 2-month payback from the time the property tax payment is made. Director Bok seconded. The motion passed unanimously to approve and endorse the recommendation and will be presented at the next board meeting.

Property Tax Exemption

Steve Hormuth provided an educational presentation of the Orange County Assessor Property Tax Exemption program which provides a \$7,000 reduction in taxable value for qualifying owner-occupied homes. A claim form can be requested by contacting the Orange County Assessors office.

Endorsements from Standing Committees

None.

Future Agenda Items

Appliance by Category Update

Savings Compared to Prior Year

Committee Member Comments

Director Asgari welcomed and introduced the new Finance Committee Advisor Robert Ratus.

Director Thomas Tuning thanked staff and expressed appreciation for working with Directors.

Date of Next Meeting

Tuesday, March 28, 2023 at 1:30 p.m.

Recess to Closed Session

The meeting recessed to closed session at 3:15 p.m.

DRAFT

Azar Asgari, Chair



MEMORANDUM

To: United Finance Committee
 From: Steve Hormuth, Director of Financial Services
 Date: March 28, 2023
 Re: Department Head Update

Financial Highlights

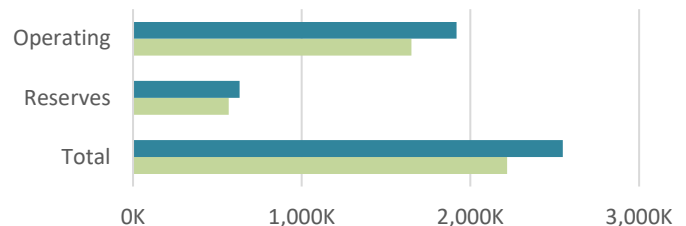
- **SUMMARY:** For the year-to-date period ending February 28, 2023, United Laguna Woods Mutual was better than budget by \$1,176K primarily resulting from timing and open positions; affecting the areas of outside services \$596K and compensation \$331K.

Assessment Revenues
 Other Revenues
 Expenses
Revenue / (Expense)

INCOME STATEMENT			
	Actual	Budget	Variance
Assessment Revenues	\$8,220,897	\$8,049,476	\$171,421
Other Revenues	436,374	315,247	121,127
Expenses	7,363,932	8,246,952	883,020
Revenue / (Expense)	\$1,293,339	\$117,771	\$1,175,568

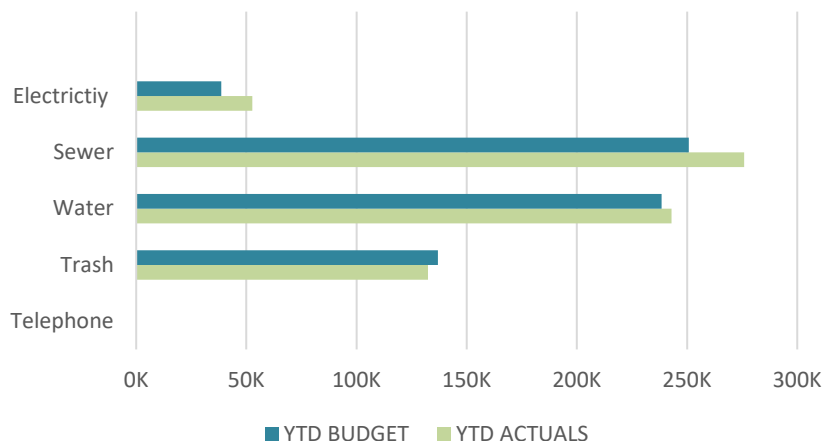
- **COMPENSATION:** Actual compensation and related costs came in at \$2.2 million, with \$1.7 million in operations and \$0.5 million in reserves. Combined, this category is 13% favorable to budget. The most significant impacts were in Maintenance and Landscape due to open positions.

Employee Compensation & Related



	Total	Reserves	Operating
YTD BUDGET	\$2,548,261	\$630,913	\$1,917,348
YTD ACTUAL	\$2,217,156	\$566,440	\$1,650,716

- **UTILITIES:** In total, this category was unfavorable to budget by (\$39K) primarily due to an under accrual at year end in 2022 of sewer and water. Additionally, electricity rates were higher than anticipated at the time of budget preparation. Trash remained within budget.



Discussions

Financial Statement Audit: United's external auditor, KMPG, are progressing through their financial audit and have met with the Select Audit Task Force (made up of representatives from United, Third and GRF) to provide status updates and answer questions. While fieldwork is ongoing, the results are scheduled to be shared at the All Boards All Directors meeting to be held on April 3, 2023. The final report is scheduled to be issued on April 10, 2023.

Budget: Staff representatives from Maintenance and Construction (M&C), Landscape and General Services will present to the board on Wednesday, March 29, 2023 at 1:30. The purpose of the meeting is to share details of the 2023 budget in preparation of upcoming meetings for the 2024 Business Plan. All budget meetings have been updated on the TeamUp calendar available on [LagunaWoodsVillage.com](https://www.lagunawoodsvillage.com).

Calendar

- March 28, 2023 @ 1:30 p.m. United Finance Committee (February Financials)
- March 29, 2023 @ 1:30 p.m. United Budget Review (2023)
- April 11, 2023 @ 9:30 a.m. United Board Meeting
- April 25 2023 @ 1:30 p.m. United Finance Committee (March Financials)
- April 27, 2023 @ 2:00 p.m. United Agenda Prep Meeting
- May 9, 2023 @ 9:30 a.m. United Board Meeting
- May 25, 2023 @ 2:00 p.m. United Agenda Prep Meeting
- May 30, 2023 @ 9:30 a.m. United Budget – Maintenance Review
- May 30, 2023 @ 1:30 p.m. United Finance Committee (April Financials)
- May 31, 2023 @ 1:30 p.m. United Budget – Landscape Review
- June 13, 2023 @ 9:30 a.m. United Board Meeting
- June 22, 2023 @ 2:00 p.m. United Agenda Prep Meeting
- June 27, 2023 @ 1:30 p.m. United Finance Committee (May Financials)

April 2023							May 2023							June 2023						
Su	Mo	Tu	We	Th	Fr	Sa	Su	Mo	Tu	We	Th	Fr	Sa	Su	Mo	Tu	We	Th	Fr	Sa
						1		1	2	3	4	5	6					1	2	3
2	3	4	5	6	7	8	7	8	9	10	11	12	13	4	5	6	7	8	9	10
9	10	11	12	13	14	15	14	15	16	17	18	19	20	11	12	13	14	15	16	17
16	17	18	19	20	21	22	21	22	23	24	25	26	27	18	19	20	21	22	23	24
23	24	25	26	27	28	29	28	29	30	31				25	26	27	28	29	30	
30																				

United Laguna Woods Mutual
Statement of Revenues & Expenses - Preliminary
2/28/2023
(\$ IN THOUSANDS)

		CURRENT MONTH			YEAR TO DATE			PRIOR YEAR	TOTAL
		ACTUAL	BUDGET	VARIANCE	ACTUAL	BUDGET	VARIANCE	ACTUAL	BUDGET
Revenues:									
Assessments:									
1	Operating	\$3,116	\$3,031	\$86	\$6,233	\$6,061	\$171	\$5,852	\$36,367
2	Additions to restricted funds	994	994		1,988	1,988		1,796	11,930
3	Total assessments	4,110	4,025	86	8,221	8,049	171	7,648	48,297
Non-assessment revenues:									
4	Merchandise sales	1			1	1	1	1	5
5	Fees and charges for services to residents	43	65	(21)	107	130	(23)	87	820
6	Laundry	17	23	(5)	40	45	(5)	41	270
7	Investment income	72	13	60	125	25	100	17	150
8	Miscellaneous	40	57	(17)	162	115	48	112	687
9	Total non-assessment revenue	174	157	16	436	315	121	257	1,931
10	Total revenue	4,284	4,182	102	8,657	8,365	293	7,905	50,228
Expenses:									
11	Employee compensation and related	1,063	1,222	159	2,217	2,548	331	2,185	15,538
12	Materials and supplies	236	255	19	455	495	39	310	3,134
13	Utilities and telephone	361	329	(32)	704	665	(39)	690	4,517
14	Legal fees	11	12	1	19	21	2	26	183
15	Professional fees		8	8	11	17	6	7	102
16	Equipment rental	1	3	3	2	7	6		43
17	Outside services	442	744	303	716	1,313	596	314	9,316
18	Repairs and maintenance	6	4	(2)	7	8	1	5	47
19	Other Operating Expense	11	14	3	20	29	9	8	191
20	Property and sales tax	1,140	1,054	(86)	2,225	2,108	(117)	2,047	12,649
21	Insurance	379	383	5	764	767	2	626	4,601
22	Investment expense		1	1		2	2	3	11
23	Uncollectible Accounts	13	1	(12)	4	3	(2)	(3)	15
24	Depreciation and amortization	13	26	13	26	26		33	153
25	Net allocation to mutuals	99	117	18	192	240	47	211	1,463
26	Total expenses	3,775	4,175	401	7,364	8,247	883	6,464	51,964
27	Excess of revenues over expenses	\$509	\$7	\$503	\$1,293	\$118	\$1,176	\$1,441	(\$1,736)
Other Changes									
28	Unrealized gain/(loss) on AFS investments	(141)		(141)				(280)	
29	Total other changes	(141)		(141)				(280)	
30	Excess of revenues over expenses	\$368	\$7	\$361	\$1,293	\$118	\$1,176	\$1,161	(\$1,736)

United Laguna Woods Mutual
Statement of Revenues & Expenses - By Fund Type - Preliminary
2/28/2023
(\$ IN THOUSANDS)

	OPERATING YEAR TO DATE			RESERVE YEAR TO DATE			RESTRICTED YEAR TO DATE			COMBINED YEAR TO DATE		
	ACTUAL	BUDGET	VARIANCE	ACTUAL	BUDGET	VARIANCE	ACTUAL	BUDGET	VARIANCE	ACTUAL	BUDGET	VARIANCE
Revenues:												
Assessments:												
1 Operating	\$3,953	\$3,953					\$2,280	\$2,108	\$171	\$6,233	\$6,061	\$171
2 Additions to restricted funds				1,976	1,976		13	13		1,988	1,988	
3 Total assessments	3,953	3,953		1,976	1,976		2,292	2,121	171	8,221	8,049	171
Non-assessment revenues:												
4 Merchandise sales	1	1	1							1	1	1
5 Fees and charges for services to residents	107	130	(23)							107	130	(23)
6 Laundry	40	45	(5)							40	45	(5)
7 Investment income				125	25	100				125	25	100
8 Miscellaneous	162	115	48							162	115	48
9 Total non-assessment revenue	311	290	21	125	25	100				436	315	121
10 Total revenue	4,264	4,243	21	2,101	2,001	100	2,292	2,121	171	8,657	8,365	293
Expenses:												
11 Employee compensation and related	1,651	1,917	267	566	631	64				2,217	2,548	331
12 Materials and supplies	117	133	16	339	362	23				455	495	39
13 Utilities and telephone	703	663	(40)	1	2	1				704	665	(39)
14 Legal fees	19	21	2							19	21	2
15 Professional fees	11	17	6							11	17	6
16 Equipment rental	1	2	1	1	6	5				2	7	6
17 Outside services	269	273	4	447	1,040	593				716	1,313	596
18 Repairs and maintenance	6	7	1		1	1				7	8	1
19 Other Operating Expense	16	23	7	4	5	2				20	29	9
20 Property and sales tax							2,225	2,108	(117)	2,225	2,108	(117)
21 Insurance	764	767	2							764	767	2
22 Investment expense					2	2					2	2
23 Uncollectible Accounts	4	3	(2)							4	3	(2)
24 Depreciation and amortization	26	26								26	26	
25 Net allocation to mutuals	155	193	38	37	47	9				192	240	47
26 Total expenses	3,744	4,044	300	1,395	2,095	700	2,225	2,108	(117)	7,364	8,247	883
27 Excess of revenues over expenses	\$521	\$199	\$321	\$706	(\$94)	\$800	\$67	\$13	\$54	\$1,293	\$118	\$1,176
Other Changes												
28 Unrealized gain/(loss) on AFS investments												
29 Total other changes												
30 Excess of revenues over expenses	\$521	\$199	\$321	\$706	(\$94)	\$800	\$67	\$13	\$54	\$1,293	\$118	\$1,176

United Laguna Woods Mutual
Operating Statement - Preliminary
2/28/2023
UNITED LAGUNA WOODS MUTUAL

	Actual	YEAR TO DATE Budget	VAR\$ B/(W)	VAR% B/(W)	TOTAL BUDGET
Revenues:					
Assessments:					
Operating					
41001000 - Monthly Assessments	\$3,359,789	\$3,359,812	(\$22)	0.00%	\$20,158,869
41007000 - Monthly Assessments - Property Taxes	2,170,822	2,108,197	62,625	2.97%	12,649,183
41007500 - Monthly Assessments - Supplemental Property Taxes	108,923	0	108,923	0.00%	0
41008000 - Monthly Assessments - Property Insurance	593,032	593,177	(146)	(0.02%)	3,559,064
Total Operating	6,232,566	6,061,186	171,380	2.83%	36,367,116
Additions To Restricted Funds					
41001500 - Monthly Assessments - Contingency Fund	12,646	12,646	0	0.00%	75,876
41003500 - Monthly Assessments - Replacement Fund	1,975,685	1,975,644	41	0.00%	11,853,864
Total Additions To Restricted Funds	1,988,331	1,988,290	41	0.00%	11,929,740
Total Assessments	8,220,897	8,049,476	171,421	2.13%	48,296,856
Non-Assessment Revenues:					
Merchandise Sales					
41501500 - Merchandise Sales - Warehouse	1,420	762	658	86.37%	4,573
Total Merchandise Sales	1,420	762	658	86.37%	4,573
Fees and Charges for Services to Residents					
46501000 - Permit Fee	29,552	42,890	(13,338)	(31.10%)	257,340
46501500 - Inspection Fee	6,341	15,012	(8,671)	(57.76%)	90,073
46502000 - Resident Maintenance Fee	71,549	72,046	(498)	(0.69%)	472,174
Total Fees and Charges for Services to Residents	107,442	129,948	(22,506)	(17.32%)	819,587
Laundry					
46005000 - Coin Op Laundry Machine	40,170	45,000	(4,830)	(10.73%)	270,000
Total Laundry	40,170	45,000	(4,830)	(10.73%)	270,000
Investment Income					
49002000 - Investment Income - Discretionary	125,248	25,000	100,248	400.99%	150,000
Investment Interest Income	125,248	25,000	100,248	400.99%	150,000
Miscellaneous					
46004500 - Resident Violations	2,000	8,722	(6,722)	(77.07%)	52,332
44501000 - Additional Occupant Fee	5,300	7,332	(2,032)	(27.71%)	43,992
44501500 - Lease Processing Fee - United	22,660	27,236	(4,576)	(16.80%)	163,425
44502000 - Variance Processing Fee	0	2,647	(2,647)	(100.00%)	15,888
44503000 - Stock Transfer Fee	1,350	4,166	(2,816)	(67.59%)	25,000
44503510 - Resale Processing Fee - United	14,448	22,632	(8,184)	(36.16%)	135,800
44506000 - Photo Copy Fee	15	0	15	0.00%	0
44507000 - Golf Cart Electric Fee	60,938	10,000	50,938	509.38%	60,000
44507200 - Electric Vehicle Plug-In Fee	36,439	3,500	32,939	941.12%	21,000
44507500 - Cartport/Carport Space Rental Fee	325	400	(75)	(18.75%)	2,400
47001500 - Late Fee Revenue	7,440	8,666	(1,226)	(14.15%)	52,000
47002010 - Collection Administrative Fee - United	10,640	18,238	(7,598)	(41.66%)	109,440
47002500 - Collection Interest Revenue	0	332	(332)	(100.00%)	2,000
47501000 - Recycling	539	666	(127)	(19.08%)	4,000
49009000 - Miscellaneous Revenue	1	0	1	0.00%	0
Total Miscellaneous	162,095	114,537	47,558	41.52%	687,277
Total Non-Assessment Revenue	436,374	315,247	121,127	38.42%	1,931,436
Total Revenue	8,657,271	8,364,723	292,548	3.50%	50,228,292
Expenses:					
Employee Compensation					
51011000 - Salaries & Wages - Regular	447,968	537,880	89,912	16.72%	3,398,734
51021000 - Union Wages - Regular	767,750	996,785	229,035	22.98%	6,166,553
51041000 - Wages - Overtime	2,591	4,276	1,684	39.40%	25,663

United Laguna Woods Mutual
Operating Statement - Preliminary
2/28/2023
UNITED LAGUNA WOODS MUTUAL

	YEAR TO DATE				TOTAL
	Actual	Budget	VAR\$ B/(W)	VAR% B/(W)	BUDGET
51051000 - Union Wages - Overtime	23,008	15,061	(7,947)	(52.76%)	90,400
51061000 - Holiday & Vacation	173,406	129,682	(43,724)	(33.72%)	808,209
51071000 - Sick	43,643	52,897	9,253	17.49%	329,664
51091000 - Missed Meal Penalty	1,443	916	(527)	(57.56%)	5,520
51101000 - Temporary Help	8,972	4,578	(4,394)	(95.97%)	27,473
51981000 - Compensation Accrual	79,094	0	(79,094)	0.00%	0
Total Employee Compensation	1,547,875	1,742,075	194,200	11.15%	10,852,216
Compensation Related					
52411000 - F.I.C.A.	109,976	131,369	21,393	16.28%	813,282
52421000 - F.U.I.	6,643	7,817	1,175	15.02%	10,423
52431000 - S.U.I.	29,893	39,745	9,852	24.79%	53,999
52441000 - Union Medical	291,598	335,871	44,272	13.18%	2,015,225
52451000 - Workers' Compensation Insurance	68,182	93,823	25,641	27.33%	582,424
52461000 - Non Union Medical & Life Insurance	60,898	81,815	20,917	25.57%	490,892
52471000 - Union Retirement Plan	77,188	92,136	14,948	16.22%	569,993
52481000 - Non-Union Retirement Plan	12,992	23,609	10,617	44.97%	149,180
52981000 - Compensation Related Accrual	11,910	0	(11,910)	0.00%	0
Total Compensation Related	669,281	806,186	136,905	16.98%	4,685,418
Materials and Supplies					
53001000 - Materials & Supplies	74,985	111,504	36,519	32.75%	659,410
53003000 - Materials Direct	379,984	382,552	2,568	0.67%	2,470,556
53004000 - Freight	399	704	305	43.31%	4,277
Total Materials and Supplies	455,368	494,760	39,392	7.96%	3,134,242
Utilities and Telephone					
53301000 - Electricity	52,722	38,628	(14,094)	(36.49%)	137,760
53301500 - Sewer	275,874	250,800	(25,074)	(10.00%)	1,542,000
53302000 - Water	242,886	238,424	(4,462)	(1.87%)	2,014,664
53302500 - Trash	132,394	136,913	4,518	3.30%	821,478
53304000 - Telephone	109	104	(5)	(5.00%)	633
Total Utilities and Telephone	703,986	664,869	(39,117)	(5.88%)	4,516,535
Legal Fees					
53401500 - Legal Fees	19,154	20,832	1,678	8.06%	183,325
Total Legal Fees	19,154	20,832	1,678	8.06%	183,325
Professional Fees					
53402010 - Audit & Tax Preparation Fees - United	5,878	7,944	2,066	26.01%	47,670
53403500 - Consulting Fees	375	2,015	1,640	81.39%	12,096
53403510 - Consulting Fees - United	5,031	7,024	1,993	28.37%	42,166
Total Professional Fees	11,284	16,983	5,698	33.55%	101,932
Equipment Rental					
53501500 - Equipment Rental/Lease Fees	1,537	7,352	5,815	79.09%	43,211
Total Equipment Rental	1,537	7,352	5,815	79.09%	43,211
Outside Services					
53601000 - Bank Fees	(3,254)	6,278	9,532	151.82%	37,678
53601500 - Credit Card Transaction Fees	1,563	1,666	103	6.19%	10,000
54603500 - Outside Services Cost Collection	712,229	1,279,183	566,954	44.32%	9,109,537
53704000 - Outside Services	5,877	25,703	19,826	77.13%	159,046
Total Outside Services	716,416	1,312,831	596,415	45.43%	9,316,261
Repairs and Maintenance					
53701000 - Equipment Repair & Maint	552	2,168	1,615	74.53%	13,046
53703000 - Elevator /Lift Maintenance	5,985	5,720	(265)	(4.63%)	34,320
Total Repairs and Maintenance	6,537	7,888	1,350	17.12%	47,366
Other Operating Expense					
53801000 - Mileage & Meal Allowance	179	1,085	905	83.45%	6,533
53801500 - Travel & Lodging	0	296	296	100.00%	1,781
53802000 - Uniforms	10,790	14,944	4,155	27.80%	89,734
53802500 - Dues & Memberships	128	396	268	67.63%	2,449

United Laguna Woods Mutual
Operating Statement - Preliminary
2/28/2023
UNITED LAGUNA WOODS MUTUAL

	Actual	YEAR TO DATE Budget	VAR\$ B/(W)	VAR% B/(W)	TOTAL BUDGET
53803000 - Subscriptions & Books	0	270	270	100.00%	1,629
53803500 - Training & Education	383	3,507	3,124	89.08%	22,110
53903000 - Safety	45	123	78	63.62%	739
54001010 - Board Relations - United	852	1,666	814	48.89%	10,000
54002000 - Postage	7,696	6,374	(1,322)	(20.74%)	55,556
54002500 - Filing Fees / Permits	101	65	(35)	(53.76%)	405
Total Other Operating Expense	20,173	28,726	8,554	29.78%	190,937
Property and Sales Tax					
54302000 - Property Taxes	2,225,475	2,108,198	(117,277)	(5.56%)	12,649,183
Total Property and Sales Tax	2,225,475	2,108,198	(117,277)	(5.56%)	12,649,183
Insurance					
54401000 - Hazard & Liability Insurance	128,293	159,309	31,016	19.47%	955,855
54401500 - D&O Liability	14,634	13,194	(1,439)	(10.91%)	79,165
54402000 - Property Insurance	618,296	593,177	(25,120)	(4.23%)	3,559,064
54403000 - General Liability Insurance	3,214	1,221	(1,993)	(163.16%)	7,328
Total Insurance	764,437	766,901	2,464	0.32%	4,601,413
Investment Expense					
54201000 - Investment Expense	30	1,750	1,720	98.29%	10,500
Total Investment Expense	30	1,750	1,720	98.29%	10,500
Uncollectible Accounts					
54602000 - Bad Debt Expense	4,494	2,500	(1,994)	(79.76%)	15,000
Total Uncollectible Accounts	4,494	2,500	(1,994)	(79.76%)	15,000
Depreciation and Amortization					
55001000 - Depreciation And Amortization	25,566	25,566	0	0.00%	153,398
Total Depreciation and Amortization	25,566	25,566	0	0.00%	153,398
Net Allocation to Mutuals					
54602500 - Allocated Expenses	192,319	239,535	47,216	19.71%	1,463,024
Total Net Allocation to Mutuals	192,319	239,535	47,216	19.71%	1,463,024
Total Expenses	7,363,932	8,246,952	883,020	10.71%	51,963,961
Excess of Revenues Over Expenses Before Other Changes	\$1,293,339	\$117,771	\$1,175,568	998.18%	(\$1,735,669)
Other Changes					
Excess of Revenues Over Expenses	\$1,293,339	\$117,771	\$1,175,568	998.18%	(\$1,735,669)

**United Laguna Woods Mutual
Balance Sheet - Preliminary
2/28/2023**

		<u>Current Month End</u>	<u>Prior Year December 31</u>
	Assets		
1	Cash and cash equivalents	\$4,153,812	\$608,243
2	Discretionary investments	17,225,376	19,133,813
3	Receivable/(Payable) from mutuals	88,311	(521,303)
4	Accounts receivable and interest receivable	529,442	560,749
5	Prepaid expenses and deposits	2,538,390	3,180,462
6	Property and equipment	91,989,605	91,989,605
7	Accumulated depreciation property and equipment	(83,765,888)	(83,765,378)
8	Beneficial interest in GRF of Laguna Hills Trust	5,235,613	5,260,669
9	Non-controlling interest in GRF	42,560,838	42,560,838
10	Total Assets	<u>\$80,555,500</u>	<u>\$79,007,698</u>
	Liabilities and Fund Balances		
	Liabilities:		
11	Accounts payable and accrued expenses	\$4,015,598	\$3,685,682
12	Accrued compensation and related costs	551,668	551,668
13	Deferred income	868,345	943,798
14	Asset retirement obligation	1,479,624	1,479,624
15	Total liabilities	<u>\$6,915,235</u>	<u>\$6,660,772</u>
	Fund balances:		
16	Fund balance prior years	72,346,925	75,463,640
17	Change in fund balance - current year	1,293,339	(3,116,715)
18	Total fund balances	<u>73,640,265</u>	<u>72,346,925</u>
19	Total Liabilities and Fund Balances	<u>\$80,555,500</u>	<u>\$79,007,698</u>

**United Laguna Woods Mutual
Fund Balance Sheet - Preliminary
2/28/2023**

	Operating Fund	Replacement Fund	Contingency Fund	Property Taxes Fund	Total
Assets					
1 Cash and cash equivalents	\$1,875,440	\$2,278,372			\$4,153,812
2 Discretionary investments		17,225,376			17,225,376
3 Receivable/(Payable) from mutuals	88,311				88,311
4 Receivable/(Payable) from operating fund	(3,394,345)	684,686	1,126,417	1,583,243	
5 Accounts receivable and interest receivable	522,776	6,667			529,442
6 Prepaid expenses and deposits	2,535,870	2,520			2,538,390
7 Property and equipment	91,989,605				91,989,605
8 Accumulated depreciation property and equipment	(83,765,888)				(83,765,888)
9 Beneficial interest in GRF of Laguna Hills Trust	5,235,613				5,235,613
10 Non-controlling interest in GRF	42,560,838				42,560,838
11 Total Assets	\$57,648,219	\$20,197,621	\$1,126,417	\$1,583,243	\$80,555,500
Liabilities and Fund Balances					
Liabilities:					
12 Accounts payable and accrued expenses	\$547,790	\$1,301,704		\$2,166,104	\$4,015,598
13 Accrued compensation and related costs	551,668				551,668
14 Deferred income	868,345				868,345
15 Asset retirement obligation		1,479,624			1,479,624
16 Total liabilities	<u>\$1,967,803</u>	<u>\$2,781,328</u>		<u>\$2,166,104</u>	<u>\$6,915,235</u>
Fund balances:					
17 Fund balance prior years	55,159,869	16,710,271	1,113,771	(636,986)	72,346,925
18 Change in fund balance - current year	<u>520,548</u>	<u>706,021</u>	<u>12,646</u>	<u>54,124</u>	<u>1,293,339</u>
19 Total fund balances	55,680,417	17,416,293	1,126,417	(582,862)	73,640,265
20 Total Liabilities and Fund Balances	\$57,648,219	\$20,197,621	\$1,126,417	\$1,583,243	\$80,555,500

United Laguna Woods Mutual
Changes in Fund Balances - Preliminary
2/28/2023

	Operating Fund	Replacement Fund	Contingency Fund	Property Taxes Fund	Total
Revenues:					
Assessments:					
1 Operating	\$3,952,967			\$2,279,599	\$6,232,566
2 Additions to restricted funds		1,975,685	12,646		1,988,331
3 Total assessments	<u>3,952,967</u>	<u>1,975,685</u>	<u>12,646</u>	<u>2,279,599</u>	<u>8,220,897</u>
Non-assessment revenues:					
4 Merchandise sales	1,420				1,420
5 Fees and charges for services to residents	107,442				107,442
6 Laundry	40,170				40,170
7 Interest income		125,248			125,248
8 Miscellaneous	162,095				162,095
9 Total non-assessment revenue	<u>311,127</u>	<u>125,248</u>			<u>436,374</u>
10 Total revenue	<u>4,264,094</u>	<u>2,100,932</u>	<u>12,646</u>	<u>2,279,599</u>	<u>8,657,271</u>
Expenses:					
11 Employee compensation and related	1,650,716	566,440			2,217,156
12 Materials and supplies	116,611	338,758			455,368
13 Utilities and telephone	703,170	816			703,986
14 Legal fees	19,154				19,154
15 Professional fees	11,284				11,284
16 Equipment rental	979	558			1,537
17 Outside services	269,473	446,943			716,416
18 Repairs and maintenance	6,211	326			6,537
19 Other Operating Expense	16,357	3,816			20,173
20 Property and sales tax				2,225,475	2,225,475
21 Insurance	764,437				764,437
22 Investment expense		30			30
23 Uncollectible Accounts	4,494				4,494
24 Depreciation and amortization	25,566				25,566
25 Net allocations to mutuals	155,095	37,224			192,319
26 Total expenses	<u>3,743,546</u>	<u>1,394,911</u>		<u>2,225,475</u>	<u>7,363,932</u>
27 Excess of revenues over expenses before other changes	<u>\$520,548</u>	<u>\$706,021</u>	<u>\$12,646</u>	<u>\$54,124</u>	<u>\$1,293,339</u>
Other Changes:					
28 Total other changes					

**United Laguna Woods Mutual
Changes in Fund Balances - Preliminary
2/28/2023**

		<u>Operating Fund</u>	<u>Replacement Fund</u>	<u>Contingency Fund</u>	<u>Property Taxes Fund</u>	<u>Total</u>
29	Excess of revenues over expenses after other changes	<u>\$520,548</u>	<u>\$706,021</u>	<u>\$12,646</u>	<u>\$54,124</u>	<u>\$1,293,339</u>
30	Excluding unrealized gains and depreciation	<u>\$546,114</u>	<u>\$706,021</u>	<u>\$12,646</u>	<u>\$54,124</u>	<u>\$1,318,906</u>

UNITED LAGUNA WOODS MUTUAL
DISCRETIONARY ACCOUNT HELD BY BANK OF AMERICA
SCHEDULE OF INVESTMENTS
2/28/23

I.D. NO.	DESCRIPTION	SETTLEMENT DATE	MATURITY DATE	PAR VALUE	ORIGINAL COST	BOOK VALUE	2/28/2023	
							MARKET VALUE	UNREALIZED GAIN/(LOSS)
I1: Cash available for short-term investment								
912796YK9	U.S. TREASURY BILL	10-31-22	03-09-23	3,000,000.00	2,957,860.00	2,991,572.00	2,997,012.00	5,440.00
912796Z77	U.S. TREASURY BILL	02-21-23	03-21-23	2,007,000.00	2,000,287.70	2,000,287.70	2,001,994.54	1,706.84
				5,007,000.00	4,958,147.70	4,991,859.70	4,999,006.54	7,146.84
I2: Investment with intent to hold long term								
912796W47	U.S. TREASURY BILL	11-25-22	05-18-23	570,000.00	558,125.95	564,911.11	564,246.99	(664.12)
912796W47	U.S. TREASURY BILL	11-23-22	05-18-23	2,000,000.00	1,957,857.78	1,981,939.06	1,979,814.00	(2,125.06)
912796XY0	U.S. TREASURY BILL	11-23-22	08-10-23	2,000,000.00	1,940,777.78	1,964,466.66	1,956,778.00	(7,688.66)
912796YT0	U.S. TREASURY BILL	11-23-22	11-02-23	2,000,000.00	1,915,911.11	1,941,784.63	1,935,296.00	(6,488.63)
912828W48	U.S. TREASURY NOTE	11-25-22	02-29-24	2,000,000.00	1,937,812.50	1,953,359.38	1,941,796.00	(11,563.38)
912828XT2	U.S. TREASURY NOTE	11-25-22	05-31-24	2,000,000.00	1,923,437.50	1,939,555.94	1,924,532.00	(15,023.94)
91282CCT6	U.S. TREASURY NOTE	11-25-22	08-15-24	2,000,000.00	1,862,500.00	1,887,500.00	1,869,296.00	(18,204.00)
				12,570,000.00	12,096,422.62	12,233,516.78	12,171,758.99	(61,757.79)
TOTAL FOR BANK OF AMERICA INVESTMENTS				\$17,577,000.00	\$17,054,570.32	\$17,225,376.48	\$17,170,765.53	(\$54,610.95)

*Yield is based on all investments held during the year

UNITED LAGUNA WOODS MUTUAL
DISCRETIONARY ACCOUNT - SAGEVIEW/FIDELITY
SCHEDULE OF INVESTMENTS
2/28/23

I.D. NO.	DESCRIPTION	SETTLEMENT DATE	MATURITY DATE	PAR VALUE	ORIGINAL COST	BOOK VALUE	MARKET VALUE	UNREALIZED GAIN/(LOSS)
	FIDELITY GOVT CASH RESERVES			\$ -	\$ -	\$ -	\$ -	\$0.00
TOTAL FOR SAGEVIEW/FIDELITY INVESTMENTS				-	-	\$0.00	\$0.00	\$0.00
TOTAL INVESTMENTS				\$ 17,577,000.00	\$ 17,054,570.32	\$ 17,225,376.48	\$ 17,170,765.53	Total change

*Yield is based on all investments held during the year

**UNITED LAGUNA WOODS MUTUAL
FUND EXPENDITURES REPORT
AS OF FEBRUARY 28, 2023**

DESCRIPTION	CURRENT MONTH		YEAR-TO-DATE		2023	%	VARIANCE	
	ACTUAL	BUDGET	ACTUAL	BUDGET	BUDGET	EXPENDED	\$	%
OPERATING EXPENDITURES - MAINTENANCE & CONSTRUCTION								
PLUMBING SERVICE	\$126,712	\$126,569	\$247,049	\$260,651	\$1,576,071	16%	\$13,602	5%
DAMAGE RESTORATION	97,170	55,206	158,301	78,747	885,805	18%	(79,554)	(101%)
CARPENTRY SERVICE	51,059	49,020	102,079	99,502	638,911	16%	(2,577)	(3%)
ELECTRICAL SERVICE	29,723	29,432	62,262	60,952	373,787	17%	(1,309)	(2%)
APPLIANCE REPAIRS	17,111	25,452	44,797	52,753	319,633	14%	7,956	15%
INTERIOR PREVENTIVE MAINTENANCE	26,256	29,639	55,899	61,750	374,517	15%	5,852	9%
PEST CONTROL	1,525	20,137	1,525	38,274	257,655	1%	36,749	96%
COUNTERTOP/FLOOR/TILE REPAIRS	8,302	11,591	15,872	23,589	149,440	11%	7,716	33%
ENERGY PROGRAM	0	1,750	0	1,750	35,000	0%	1,750	100%
MISC. REPAIRS BY OUTSIDE SERVICE	1,225	1,000	1,225	1,000	20,000	6%	(225)	(23%)
FIRE PROTECTION	17,154	2,840	18,115	5,720	34,394	53%	(12,395)	(217%)
TOTAL	\$376,238	\$352,636	\$707,123	\$684,689	\$4,665,213	15%	(\$22,435)	(3%)

OPERATING EXPENDITURES - GENERAL SERVICES

CONCRETE REPAIR/REPLACEMENT	\$26,966	\$31,967	\$50,521	\$66,153	\$400,432	13%	\$15,632	24%
JANITORIAL SERVICE	29,580	31,515	60,621	65,751	397,860	15%	5,130	8%
GUTTER CLEANING	3,076	13,010	5,893	26,288	158,152	4%	20,394	78%
WELDING	7,393	9,011	13,936	18,642	112,840	12%	4,706	25%
TRAFFIC CONTROL	1,367	1,555	2,619	3,229	19,579	13%	610	19%
TOTAL	\$68,382	\$87,059	\$133,590	\$180,063	\$1,088,863	12%	\$46,473	26%

OPERATING EXPENDITURES - LANDSCAPE SERVICES

LANDSCAPE ADMINISTRATION	\$19,065	\$20,018	\$38,853	\$40,980	\$253,034	15%	\$2,127	5%
NURSERY & COMPOSTING	15,862	15,249	30,502	31,614	192,001	16%	1,112	4%
GROUND MAINTENANCE	213,188	223,279	424,375	466,287	2,816,945	15%	41,912	9%
IRRIGATION	42,671	64,459	95,469	133,921	812,835	12%	38,452	29%
SMALL EQUIPMENT REPAIR	0	0	0	0	0	0%	0	0%
PEST CONTROL	18,227	24,984	37,374	51,984	315,267	12%	14,610	28%
TOTAL	\$309,014	\$347,987	\$626,573	\$724,785	\$4,390,081	14%	\$98,212	14%

**UNITED LAGUNA WOODS MUTUAL
FUND EXPENDITURES REPORT
AS OF FEBRUARY 28, 2023**

DESCRIPTION	CURRENT MONTH		YEAR-TO-DATE		2023	%	VARIANCE	
	ACTUAL	BUDGET	ACTUAL	BUDGET	BUDGET	EXPENDED	\$	%
RESERVE FUND - MAINTENANCE & CONSTRUCTION								
REPLACEMENTS								
BUILDING STRUCTURES	\$43,710	\$107,475	\$73,922	\$211,668	\$1,314,877	6%	\$137,746	65%
ELECTRICAL SYSTEMS	0	42,457	0	84,914	509,495	0%	84,914	100%
EXTERIOR WALKWAY LIGHTING	20,564	5,025	21,247	8,258	75,550	28%	(12,989)	(157%)
FOUNDATIONS	0	3,619	0	7,238	43,436	0%	7,238	100%
GUTTER REPLACEMENT	4,327	9,178	10,009	18,748	113,127	9%	8,739	47%
PAINT - EXTERIOR	115,891	137,667	253,888	285,682	1,734,242	15%	31,794	11%
PRIOR TO PAINT	67,182	79,487	143,001	164,569	996,471	14%	21,568	13%
PLUMBING	15,665	24,575	32,754	46,583	337,826	10%	13,829	30%
PAVING	0	0	0	0	398,371	0%	0	100%
ROOF REPLACEMENTS	0	126,134	83,139	133,634	1,041,301	8%	50,495	38%
WALL REPLACEMENT	0	2,916	0	5,832	35,000	0%	5,832	100%
WASTE LINE REMEDIATION	175,881	191,666	175,881	383,332	2,300,000	8%	207,451	54%
WATER LINE - COPPER PIPE REMEDIATION	(2,600)	8,333	0	16,666	100,000	0%	16,666	100%
WINDOW/SLIDING SCREEN DOOR	11,108	11,422	18,456	23,249	140,157	13%	4,794	21%
SUB-TOTAL	\$451,729	\$749,954	\$812,297	\$1,390,373	\$9,139,854	9%	\$578,076	42%
APPLIANCE AND FIXTURE REPLACEMENTS								
COOKTOPS	\$7,341	\$4,433	\$17,063	\$6,956	\$69,963	24%	(\$10,106)	(145%)
DISHWASHERS	13,901	7,891	22,200	15,999	96,362	23%	(6,201)	(39%)
BASINS/SINKS/TOILETS	11,625	18,450	28,089	37,316	224,611	13%	9,226	25%
GARBAGE DISPOSALS	8,611	9,614	17,983	19,604	118,247	15%	1,620	8%
HOODS	2,353	3,237	4,667	6,564	39,542	12%	1,897	29%
COUNTER TOPS/FLOORS/SHOWER ENCLOSURES	54,242	108,428	125,857	202,357	1,467,906	9%	76,500	38%
OVENS	19,688	11,076	34,599	22,247	133,646	26%	(12,352)	(56%)
RANGES	2,697	998	3,305	2,043	12,345	27%	(1,262)	(62%)
REFRIGERATORS	24,150	18,300	37,354	36,930	222,137	17%	(424)	(1%)
WATER HEATERS & PERMITS	74,191	61,187	141,858	124,356	749,363	19%	(17,502)	(14%)
DRYERS	204	3,161	505	6,346	38,113	1%	5,840	92%
WASHING MACHINES	4,105	7,553	6,459	15,163	91,082	7%	8,704	57%
SUB-TOTAL	\$223,108	\$254,329	\$439,939	\$495,879	\$3,263,315	13%	\$55,940	11%
TOTAL	\$674,837	\$1,004,283	\$1,252,236	\$1,886,251	\$12,403,168	10%	\$634,015	34%

**UNITED LAGUNA WOODS MUTUAL
FUND EXPENDITURES REPORT
AS OF FEBRUARY 28, 2023**

DESCRIPTION	CURRENT MONTH		YEAR-TO-DATE		2023	%	VARIANCE	
	ACTUAL	BUDGET	ACTUAL	BUDGET	BUDGET	EXPENDED	\$	%
RESERVE FUND - GENERAL SERVICES								
PRIOR TO PAINT	\$660	\$760	\$1,264	\$1,578	\$9,558	13%	\$314	20%
PAVING	3,724	4,336	7,135	8,995	54,496	13%	1,859	21%
WALL REPLACEMENT	0	1,282	0	2,564	15,400	0%	2,564	100%
TOTAL	\$4,384	\$6,378	\$8,400	\$13,137	\$79,454	11%	\$4,737	36%

RESERVE FUND - LANDSCAPE

REPLACEMENTS

LANDSCAPE MODIFICATION	\$8,255	\$8,140	\$9,801	\$16,434	\$98,898	10%	\$6,634	40%
IMPROVEMENTS & RESTORATION	11,826	14,069	20,112	29,440	177,744	11%	9,329	32%
TREE MAINTENANCE	13,881	73,058	40,630	148,920	898,360	5%	108,290	73%
SUPPLEMENTAL APPROPRIATION	63,703	0	63,703	0	0	0%	(63,703)	0%
TOTAL	\$97,664	\$95,267	\$134,245	\$194,795	\$1,175,003	11%	\$60,550	31%

PROPERTY TAXES FUND - NON WORK CENTER

PROPERTY TAXES	1,140,362	1,054,099	2,225,475	2,108,198	12,649,183	18%	(117,277)	(6%)
TOTAL	\$1,140,362	\$1,054,099	\$2,225,475	\$2,108,198	\$12,649,183	18%	(\$117,277)	(6%)

**RESERVES EXPENDITURES COMPARED TO RESERVE STUDY
AS PRESENTED IN THE 2023 BUSINESS PLAN
AS OF JANUARY 31, 2023**

	2023	2023	2023	2023	2023
	YTD Actual	YTD Budget	YTD Variance	Annual Budget	% Expended
Paving	\$0	\$0	\$0	\$248,371	0%
Asphalt & Concrete Repair/Replace	7,135	8,995	1,859	204,496	3%
Roofs - Built-Up	83,139	133,634	50,495	1,041,301	8%
Roofs - Comp Shingle	0	0	0	0	0%
Roofs - Tile	0	0	0	0	0%
Infrastructure/Buildings	70,269	168,883	98,614	1,041,591	7%
Carport Siding Renovation	0	0	0	0	0%
Manor Components	430,945	470,468	39,524	3,102,004	14%
Lighting & Electrical	21,247	91,590	70,343	575,550	4%
Laundry Rooms	8,962	25,254	16,293	160,243	6%
Off Cycle Decking	19,001	22,956	3,955	139,100	14%
Prior To Painting	125,265	143,191	17,926	866,930	14%
Interior & Exterior Painting	253,888	285,682	31,794	1,734,242	15%
Walls, Fencing, Railings & Gates	0	8,396	8,396	50,400	0%
Grounds & Miscellaneous	70,542	194,795	124,253	1,175,003	6%
Building Structures	16,826	83,687	66,861	520,006	3%
Plumbing	208,635	446,581	237,946	2,737,826	8%
Total	\$1,315,854	\$2,084,113	\$768,259	\$13,597,062	10%

**UNITED LAGUNA WOODS MUTUAL
MAINTENANCE PROGRAMS EXPENDITURES REPORT
AS OF FEBRUARY 28, 2023**

YTD ACTUAL

DESCRIPTION	TOTAL EXPENDITURES	LABOR	MATERIALS	OUTSIDE SERVICES
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OPERATING EXPENDITURES - MAINTENANCE & CONSTRUCTION

PLUMBING SERVICE	\$247,049	\$171,808	\$18,783	\$56,458
DAMAGE RESTORATION	158,301	0	0	158,301
CARPENTRY SERVICE	102,079	89,904	12,175	0
ELECTRICAL SERVICE	62,262	54,184	8,078	0
APPLIANCE REPAIRS	44,797	39,976	4,821	0
INTERIOR PREVENTIVE MAINTENANCE	55,899	55,899	0	0
PEST CONTROL	1,525	0	0	1,525
COUNTERTOP/FLOOR/TILE REPAIRS	15,872	15,320	553	0
ENERGY PROGRAM	0	0	0	0
MISC. REPAIRS BY OUTSIDE SERVICE	1,225	0	0	1,225
FIRE PROTECTION	18,115	899	1,465	15,751
TOTAL	\$707,123	\$427,989	\$45,874	\$233,260

OPERATING EXPENDITURES - GENERAL SERVICES

CONCRETE REPAIR/REPLACEMENT	\$50,521	\$49,022	\$449	\$1,050
JANITORIAL SERVICE	60,621	60,621	0	0
GUTTER CLEANING	5,893	5,893	0	0
WELDING	13,936	13,684	252	0
TRAFFIC CONTROL	2,619	2,619	0	0
TOTAL	\$133,590	\$131,839	\$701	\$1,050

OPERATING EXPENDITURES - LANDSCAPE SERVICES

LANDSCAPE ADMINISTRATION	\$38,853	\$38,853	\$0	\$0
NURSERY & COMPOSTING	30,502	30,502	0	0
GROUND MAINTENANCE	424,375	349,750	0	74,625
IRRIGATION	95,469	91,063	4,406	0
SMALL EQUIPMENT REPAIR	0	0	0	0
PEST CONTROL	37,374	37,374	0	0
TOTAL	\$626,573	\$547,542	\$4,406	\$74,625

**UNITED LAGUNA WOODS MUTUAL
MAINTENANCE PROGRAMS EXPENDITURES REPORT
AS OF FEBRUARY 28, 2023**

YTD ACTUAL

DESCRIPTION	TOTAL EXPENDITURES	LABOR	MATERIALS	OUTSIDE SERVICES
RESERVE FUND - MAINTENANCE & CONSTRUCTION				
BUILDING STRUCTURES	\$73,922	\$12,821	\$9,930	\$51,170
ELECTRICAL SYSTEMS	0	0	0	0
EXTERIOR WALKWAY LIGHTING	21,247	1,297	0	19,950
FOUNDATIONS	0	0	0	0
GUTTER REPLACEMENT	10,009	8,858	1,150	0
PAINT - EXTERIOR	253,888	229,364	15,842	8,682
PRIOR TO PAINT	143,001	126,350	16,652	0
PLUMBING	32,754	32,754	0	0
PAVING	0	0	0	0
ROOF REPLACEMENTS	83,139	0	0	83,139
WALL REPLACEMENT	0	0	0	0
WASTE LINE REMEDIATION	175,881	0	0	175,881
WATER LINE - COPPER PIPE REMEDIATION	0	0	0	0
WINDOW/SLIDING SCREEN DOOR	18,456	9,150	6,781	2,525
COOKTOPS	17,063	2,037	12,497	2,528
DISHWASHERS	22,200	4,681	15,615	1,904
BASINS/SINKS/TOILETS	28,089	9,267	18,823	0
GARBAGE DISPOSALS	17,983	8,568	9,415	0
HOODS	4,667	1,936	2,623	108
COUNTER TOPS/FLOORS/SHOWER ENCLOSURES	125,857	57,182	52,552	16,124
OVENS	34,599	2,037	25,881	6,680
RANGES	3,305	1,019	1,698	588
REFRIGERATORS	37,354	7,131	23,714	6,510
WATER HEATERS & PERMITS	141,858	45,302	96,556	0
DRYERS	505	505	0	0
WASHING MACHINES	6,459	1,221	5,238	0
TOTAL	\$1,252,236	\$561,480	\$314,967	\$375,790

**UNITED LAGUNA WOODS MUTUAL
MAINTENANCE PROGRAMS EXPENDITURES REPORT
AS OF FEBRUARY 28, 2023**

YTD ACTUAL

DESCRIPTION	TOTAL EXPENDITURES	LABOR	MATERIALS	OUTSIDE SERVICES
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RESERVE FUND - GENERAL SERVICES

PRIOR TO PAINT	\$1,264	\$1,264	\$0	\$0
PAVING	7,135	7,135	0	0
WALL REPLACEMENT	0	0	0	0
TOTAL	\$8,400	\$8,400	\$0	\$0

RESERVE FUND - LANDSCAPE

LANDSCAPE MODIFICATION	\$9,801	\$2,801	\$0	\$7,000
IMPROVEMENTS & RESTORATION	20,112	20,112	0	0
TREE MAINTENANCE	40,630	40,630	0	0
SUPPLEMENTAL APPROPRIATION	63,703	0	0	63,703
TOTAL	\$134,245	\$63,542	\$0	\$70,703

PROPERTY TAXES FUND - NON WORK CENTER

PROPERTY TAXES	\$2,225,475	\$2,225,475	\$0	\$0
TOTAL	\$2,225,475	\$2,225,475	\$0	\$0

**UNITED LAGUNA WOODS MUTUAL
OUTSIDE SERVICES - COST COLLECTION
AS OF FEBRUARY 28, 2023**

	YTD ACTUAL	YTD BUDGET	YTD Variance
DESCRIPTION	TOTAL OS EXPENDITURES	OUTSIDE SERVICES	OUTSIDE SERVICES
OPERATING EXPENDITURES - MAINTENANCE & CONSTRUCTION			
PLUMBING SERVICE	\$56,458	\$57,500	\$1,042
DAMAGE RESTORATION	\$158,301	\$78,747	(\$79,554)
CARPENTRY SERVICE	0	748	748
ELECTRICAL SERVICE	0	300	300
APPLIANCE REPAIRS	0	0	0
INTERIOR PREVENTIVE MAINTENANCE	0	0	0
PEST CONTROL	1,525	38,274	36,749
COUNTERTOP/FLOOR/TILE REPAIRS	0	1,450	1,450
ENERGY PROGRAM	0	1,750	1,750
MISC. REPAIRS BY OUTSIDE SERVICE	1,225	1,000	(225)
FIRE PROTECTION	15,751	4,366	(11,385)
TOTAL	\$233,260	\$184,135	(\$49,125)
OPERATING EXPENDITURES - GENERAL SERVICES			
CONCRETE REPAIR/REPLACEMENT	\$1,050	\$0	(\$1,050)
JANITORIAL SERVICE	0	0	0
GUTTER CLEANING	0	19,166	19,166
WELDING	0	1,666	1,666
TRAFFIC CONTROL	0	0	0
TOTAL	\$1,050	\$20,832	\$19,782
OPERATING EXPENDITURES - M&C CHARGEABLE SERVICES			
CHARGEABLES	(\$43,198)	\$36,090	\$79,288
TOTAL	(\$43,198)	\$36,090	\$79,288
OPERATING EXPENDITURES - LANDSCAPE SERVICES			
LANDSCAPE SHRUB-BED MAINTENANCE	\$74,625	\$0	(\$74,625)
TOTAL	\$74,625	\$0	(\$74,625)

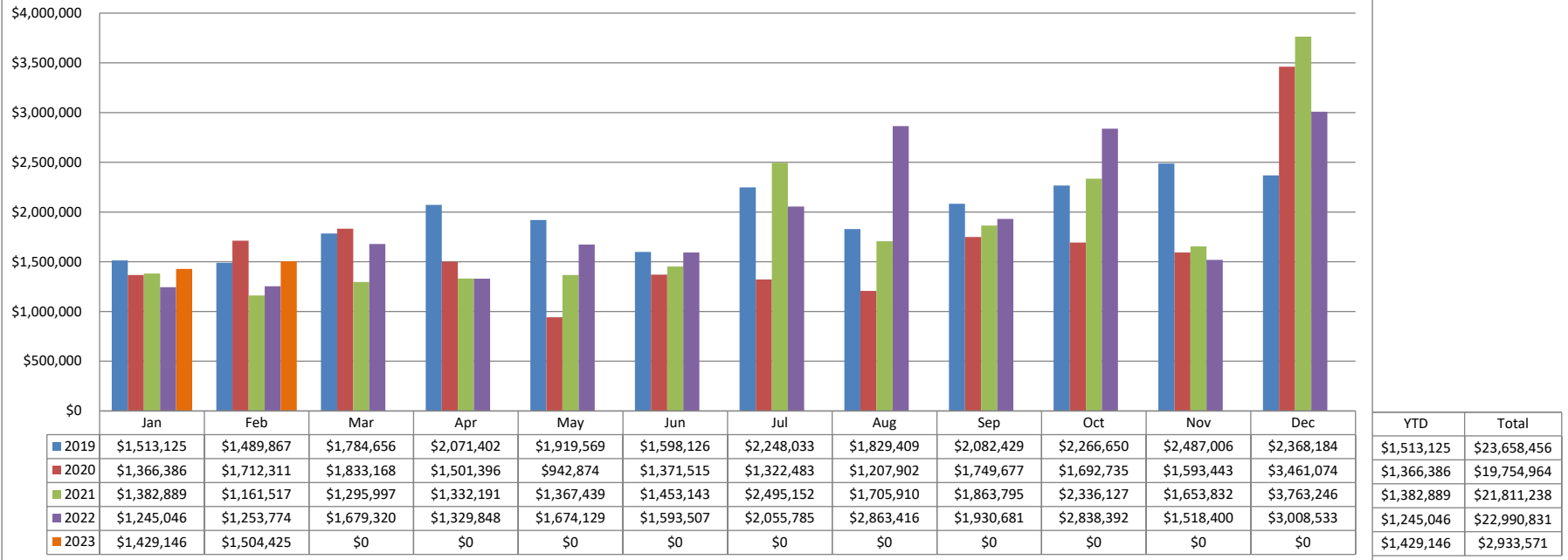
**UNITED LAGUNA WOODS MUTUAL
OUTSIDE SERVICES - COST COLLECTION
AS OF FEBRUARY 28, 2023**

	YTD ACTUAL	YTD BUDGET	YTD Variance
DESCRIPTION	TOTAL OS EXPENDITURES	OUTSIDE SERVICES	OUTSIDE SERVICES
RESERVE FUND - MAINTENANCE & CONSTRUCTION			
BUILDING STRUCTURES	\$51,170	\$192,940	\$141,770
CDS SIGNAGE	0	0	0
ELECTRICAL SYSTEMS	0	84,914	84,914
EXTERIOR WALKWAY LIGHTING	19,950	6,016	(13,934)
FOUNDATIONS	0	7,238	7,238
GUTTER REPLACEMENT	0	8,332	8,332
PAINT - EXTERIOR	8,682	1,412	(7,270)
PRIOR TO PAINT	0	9,166	9,166
PLUMBING	0	4,000	4,000
PAVING	0	0	0
ROOF REPLACEMENTS	83,139	133,634	50,495
WALL REPLACEMENT	0	5,832	5,832
WASTE LINE REMEDIATION	175,881	383,332	207,451
WATER LINE - COPPER PIPE REMEDIATION	0	16,666	16,666
WINDOW/SLIDING SCREEN DOOR	2,525	5,000	2,475
SUPPL. APPROPRIATIONS	0	0	0
COOKTOPS	2,528	2,550	22
DISHWASHERS	1,904	1,982	78
BASINS/SINKS/TOILETS	0	0	0
GARBAGE DISPOSALS	0	0	0
HOODS	108	716	608
COUNTER TOPS/FLOORS/SHOWER ENCLOSURES	16,124	54,696	38,572
OVENS	6,680	3,606	(3,074)
RANGES	588	432	(156)
REFRIGERATORS	6,510	7,232	722
WATER HEATERS & PERMITS	0	9,696	9,696
DRYERS	0	0	0
WASHING MACHINES	0	0	0
TOTAL	\$375,790	\$939,392	\$563,602

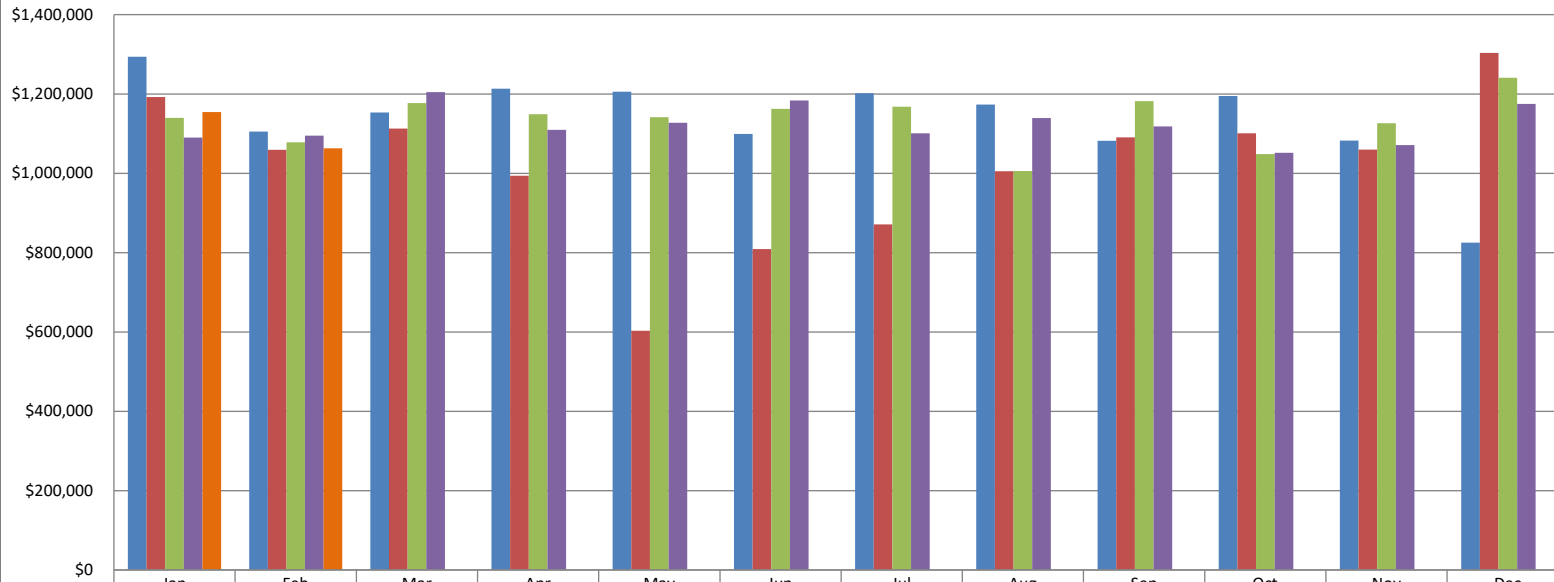
**UNITED LAGUNA WOODS MUTUAL
OUTSIDE SERVICES - COST COLLECTION
AS OF FEBRUARY 28, 2023**

		YTD ACTUAL	YTD BUDGET	YTD Variance
DESCRIPTION		TOTAL OS EXPENDITURES	OUTSIDE SERVICES	OUTSIDE SERVICES
RESERVE FUND - GENERAL SERVICES				
PRIOR TO PAINT		\$0	\$0	\$0
WALL REPLACEMENT		0	2,564	2,564
TOTAL		\$0	\$2,564	\$2,564
RESERVE FUND - LANDSCAPE				
LANDSCAPE MODIFICATION		\$7,000	\$12,318	\$5,318
IMPROVEMENTS & RESTORATION		\$0	\$0	\$0
TREE MAINTENANCE		0	83,852	83,852
SUPPLEMENTAL APPROPRIATION		63,703	0	(63,703)
TOTAL		\$70,703	\$96,170	\$25,468

United Mutual Employee Compensation, Related, and Outside Services

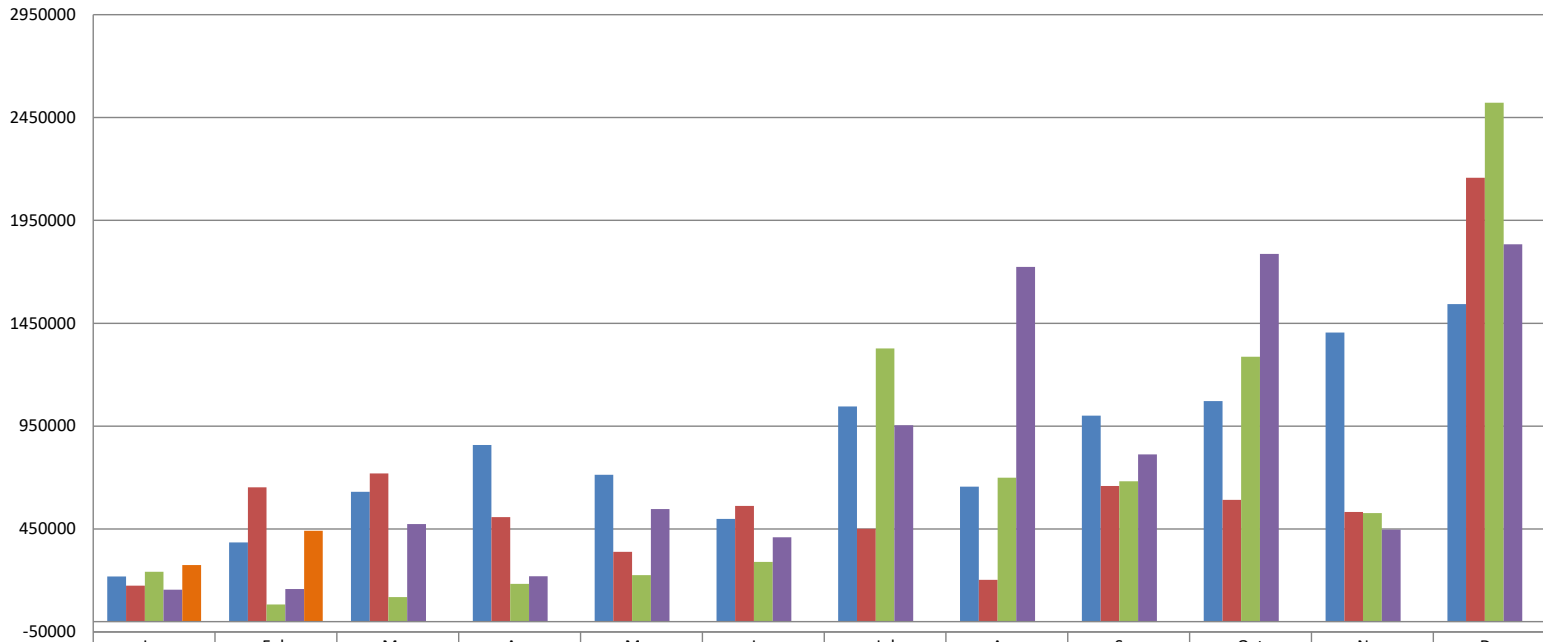


United Mutual Employee Compensation & Related



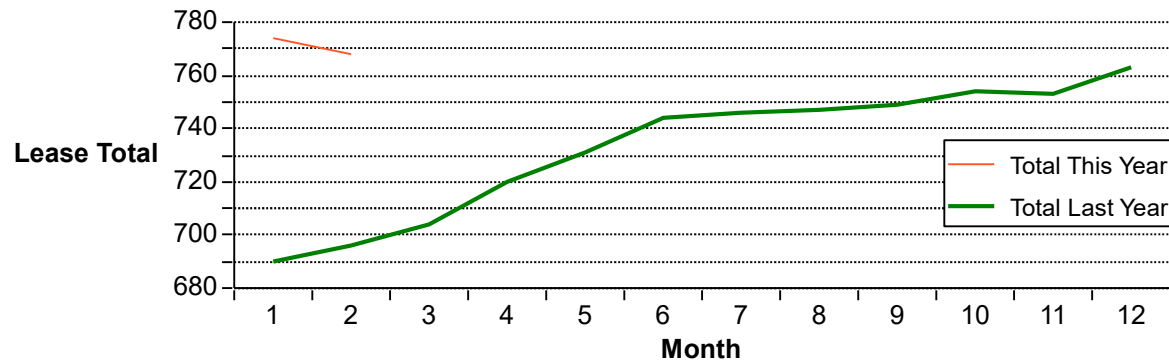
	Jan	Feb	Mar	Apr	May	Jun	Jul	Aug	Sep	Oct	Nov	Dec	YTD	Total
■ 2019	\$1,293,898	\$1,105,132	\$1,153,385	\$1,213,210	\$1,205,780	\$1,099,270	\$1,201,926	\$1,173,447	\$1,081,638	\$1,195,109	\$1,082,372	\$825,193	\$1,293,898	\$13,630,360
■ 2020	\$1,192,010	\$1,059,200	\$1,112,455	\$993,567	\$603,129	\$808,932	\$871,378	\$1,005,062	\$1,090,693	\$1,101,006	\$1,059,912	\$1,303,526	\$1,192,010	\$12,200,870
■ 2021	\$1,139,995	\$1,078,242	\$1,176,910	\$1,149,144	\$1,141,132	\$1,162,699	\$1,167,825	\$1,005,856	\$1,181,685	\$1,048,254	\$1,126,380	\$1,240,796	\$1,139,995	\$13,618,918
■ 2022	\$1,089,981	\$1,094,876	\$1,204,660	\$1,109,533	\$1,127,316	\$1,183,360	\$1,100,931	\$1,138,985	\$1,117,888	\$1,051,547	\$1,070,895	\$1,174,714	\$1,089,981	\$13,464,686
■ 2023	\$1,154,395	\$1,062,760	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$1,154,395	\$2,217,155

United Mutual Outside Services



YTD	Total
\$603,962	\$10,028,096
\$827,487	\$7,554,094
\$326,169	\$8,192,320
\$313,963	\$9,526,145
\$716,416	\$716,416

Monthly Active Leasing Report 2023 Period 2 (Mutual 1)



Year	Month	1 to 3 Month	4 to 6 Month	7 to 12 Month	12+ Month	Total This Year	Total Last Year	% Leased	% Leased Last Year	% Change	Total Renewals	Total Expirations
2023	January	25	40	200	509	774	690	12.2	10.9	1.3	58	18
2023	February	24	40	203	501	768	696	12.1	11.0	1.1	44	31
2023	March						704					
2023	April						720					
2023	May						731					
2023	June						744					
2023	July						746					
2023	August						747					
2023	September						749					
2023	October						754					
2023	November						753					
2023	December						763					



DATE: March, 2023
 TO: VMS Board of Directors
 RE: Monthly Staffing Report

New Hires YTD:

February

42 (23 Full-time, 19 Part-time)

20 (6 Full-time, 14 Part-Time)

Active Recruiting Vacancies as of February 28, 2023

Total: **79**

Full-time: **61**

Part-time: **18**

Vacancies by Divisions	Full-Time	Part-Time	Total Vacancies	Total Budgeted
General Services	8	1	9	
Bus Driver	1	1	2	10.00
Custodian (WC 945)	2		2	14.00
General Paving Worker	3		3	7.00
Auto/Truck/Bus Technician	1		1	2.00
Mechanic Helper	1		1	2.00
Maintenance and Construction	9		9	
Senior Maintenance Plumber	1		1	11.00
Maintenance Carpenter	1		1	22.80
Operations Specialist (WC 909) & (WC 900)	2		2	2.00
Senior Facilities Services Technician	1		1	4.00
Inspector II	1		1	3.00
Senior General Maintenance Worker	1		1	6.00
Operations Supervisor (WC 904)	1		1	1.00
Projects Administrative Coordinator	1		1	-
Landscape Services	28		28	
Gardener (WC 520, WC 530 & WC 510)	23		23	69.00
Landscape Supervisor	1		1	3.00
Spray Foreman	1		1	1.00
Lead Irrigation Technician	1		1	1.00
Senior Sprayer	1		1	5.00
Lead Land Grounds	1		1	3.00
Security Services	12	1	13	
Gate Ambassador		-	-	43.00
Security Patrol Officer	6	1	7	14.00



Dispatcher	3		3	5.00
Security Supervisor I	1		1	9.00
Compliance Inspector	1		1	2.00
Social Worker	1		1	-
Recreation Services	1	16	17	
Recreation Leader		10	10	9.58
P/T Stables Hand		1	1	-
Fitness Assistant II		4	4	1.25
Golf Course Sprayer	1		1	-
P/T Clubhouse Tech I		1	1	.50
Resident Services	3		3	
Customer Services Representative I	2		2	17.00
Customer Services Representative II	1		1	2.00
Total	61	18	79	

Terminations YTD:

February

20 (12 Full-time, 8 Part-time)

9 (6 Full-time, 3 Part-time)

Resignations and Terminations for February 2023 by Length of Service

	Less than 1 year		Less than 2 years		Leave after 2-5 years		Leave after 5+ years		Grand Total
	FT	PT	FT	PT	FT	PT	FT	PT	
Resigned		3			1				4
Terminated	3				1		1		5
Grand Total	3	3			2		1		9

The stated reasons for resignations in February are as follows:

- 1. Other Employment – 1 in Security Services**
- 2. Voluntary Resignation – 1 in Security Services**
- 3. Moving – 1 in Recreation Services**
- 4. Termination – 3 in Landscape Service, 1 in Security Services, and 1 in Maintenance & Construction Services**
- 5. Health Reasons – 1 in Recreation Services**



STAFF REPORT

DATE: March 28, 2023
FOR: Finance Committee
SUBJECT: Appliance Summary

RECOMMENDATION

Review and file.

DISCUSSION

Per the request of the United Finance Committee, staff obtained the current count of appliances for whom the Mutual is responsible for replacement as required by the corporation's governing documents. The information will be made available again during the 2024 Business Plan meetings along with appliance replacement activities from 2023 and planned expenses in 2024.

Appliance	Mutual Count
Cooktops	1,538
Dishwashers	3,085
Garbage Disposals	5,760
Hoods	1,394
Ovens	3,676
Ranges	956
Refrigerators	3,447
Water Heaters	6,272
Total	26,118

FINANCIAL ANALYSIS

The fiscal impact of the appliance replacements will be shared and discussed as part of the 2024 Business Plan preparation.

Prepared By: Ian Barnette, Assistant Director of Maintenance and Construction
Steve Hormuth, Director of Financial Services

Reviewed By: Jose Campos, Assistant Director of Financial Services

2022 United Cost Savings

Compared to 2021

Utilities and Telephone

In 2022, United experienced a cost savings relating to the Utilities category when compared to 2021:

- Sewer **\$300K** – Primarily due to residential sewer rate decrease that went into effect in July and will continue through the first half of 2023 with no expectation of a significant increase next year
- Water **\$158K** – Primarily due to conservation efforts by reducing irrigation throughout the mutual which began in August

Insurance

In 2022, United experienced a cost savings relating to the insurance category when compared to 2021:

- Hazard and Liability **\$39K** - Reduction in actuals due to lower excess liability insurance premiums that went into effect in October 2021

Additional Savings through 2023

- Toward the end of 2022, VMS board approved a change to non-union medical insurance which began January 2023 to Aetna
- New, lower insurance premiums are projected to save \$500K in medical insurance costs
- New Aetna plan also provides cost savings to employees on medical premiums while providing the same level of coverage over the previous insurance carrier

Questions

STAFF REPORT

DATE: March 28, 2023
FOR: Finance Committee
SUBJECT: Supplemental Appropriation for Emergency Roof Repairs

RECOMMENDATION

Recommend that the Board of Directors approve a supplemental appropriation from the Reserve Fund and a purchase order in the amount of \$50,000 to Letner Roofing Company for emergency roofing repairs completed and projected for the remainder of 2023.

BACKGROUND

There are 1,124 buildings in United Mutual with a mixture of flat and sloped roofs. Starting in late December 2022 through early March 2023, Laguna Woods Village has experienced an unusually wet rain season which has resulted in an unprecedented number of roof repair requests.

The approved budget allocation for emergency roof repairs in 2023 is \$90,000. This was determined based on the 3-year average of actual expenditures for repairs from 2020 through 2022. Through March 2023, emergency repairs in the amount of approximately \$82,100 were required due to roof leaks on 218 buildings. By comparison, we experienced 76 roof leaks during this same period last year. This necessitates a supplemental appropriation to allow for payment for services rendered and anticipated costs for the remainder of 2023.

DISCUSSION

The existing contract with Letner Roofing (Attachment 1) includes pricing for emergency repairs. When roof leaks are reported to Resident Services or Security, an assessment is made to determine if the situation warrants an emergency response from the roofing contractor. In most cases, the damaged roof area is first secured by the roofing contractor to minimize damage to Mutual and member property. This is then followed by a permanent repair that is authorized by staff and is billed at the contract rate for repair work.

For the remaining months of 2023, staff estimates that another \$58,000 will be needed for emergency roof repairs based on the 3-year historic average during this same period for roofing repair expenditures. This estimate of \$58,000 combined with already approved repair work of \$82,100 exceeds the budget for emergency roof repairs. Staff recommends that the Board of Directors approve a supplemental appropriation in the amount of \$50,000 to cover these unanticipated expenses.

FINANCIAL ANALYSIS

The budget for emergency roof repairs is funded from the Reserve Fund in the amount of \$90,000 for 2023 (JA910010000). A supplemental appropriation in the amount of \$50,000 is necessary to pay for services rendered through March 2023 and to fund future roof repair work for the remainder of the fiscal year 2023. Funding for the supplemental appropriation of \$50,000 is proposed from the United Mutual Reserve Fund.

Prepared By: Erik Schneekluth, Project Manager

Reviewed By: Guy West, Projects Division Manager
Baltazar Mejia, Maintenance & Construction Assistant Director
Steve Hormuth, Director of Financial Services